MassHealth E-Learning Log on Tips

1. If you have never registered in this E-Learning Web site, go to "**Don't have a user name? Click here**.**"** You will create your own user name and password.

2. Allow pop ups…. Go to tools on your menu bar, Select **Pop up Blocker**, then select **Turn off Pop up blocker.**

3. Complete all fields, regardless of * (don't forget county).

4. User name must be different from password.

5. Password must be a minimum of six characters. You may not use "password" or "123456" for your password.

6. Select one provider type if you have many. If you have multiple provider types, have different staff select different provider numbers and types.

7. Select **Register**.

8. Select **Continue**.

9. Select **Course Catalog**.

10. Select appropriate courses, beginning with **A Provider Information and Navigation course**.

11. Select course from center of screen.

12. Select **Enroll**.

13. Select **Launch**.

14. Select **Launch** again.